

UNITED STATES GOVERNMENT

2-Way Memo

Subject:

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

STAT
From

OIT/DNG/HGD
1A-53
HQS

STAT

DATE OF MESSAGE

ROUTING SYMBOL

STAT

INITIAL MESSAGE

Executive Officer, OTE
1026 C of C

FOLD

STAT

Confirming telephone conversation of 2 July 1985 with this office

STAT

agrees to pouch hard copies of "Terrorism Articles"

STAT

REPLY MESSAGE

To
➔

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER